

Title VI Annual Report and Update Questionnaire

In responding to this questionnaire, the agency is to **only identify changes** that have occurred since they submitted their previous questionnaire or since their Title VI Plan or Nondiscrimination Agreement was approved when this is their first submittal. The questionnaire covers the period set by WSDOT and is to be submitted to the Region Local Programs Engineer or WSDOT Planning for submittal to WSDOT's Office of Equal Opportunity (OEO).

I. Title VI Plan

State any changes to the approved Title VI Plan during the reporting period, i.e. new Chief Executive Officer's signature, new legislation, etc. Submit a copy of the Title VI Plan with a new signature when applicable. Note any changes anticipated for the upcoming year.

II. Title VI Policy Statement

Describe any changes to your approved policy statement that have resulted from changes in legislation, local ordinances, etc., or a change in Chief Executive Officer. Submit a copy of the policy statement with the new CEO's signature.

III. Organization, Staffing, Structure

- 1) **Organization:** Describe any changes in the agency's organization that modify the Title VI Program reporting relationship of the Title VI Coordinator to the CEO.
- 2) **Staffing:** Provide all changes in descriptions of duties, names, race and gender of the support staff responsible for Title VI compliance monitoring.
- 3) **Structure:** Provide all changes in supervisory staff (their names, race and gender) responsible for Title VI compliance for each of the agency's program areas (e.g., Planning, Design, Construction, Maintenance, etc.).

IV. Title VI Monitoring and Review Process

Describe actions that have been taken to promote internal (within the agency) and external (subrecipient of the agency's federal funds) compliance with Title VI. List any Title VI compliance reviews the agency has conducted and the results and/or conclusion of each review.

V. Complaints

Describe each Title VI complaint, if any, its basis (race, gender, etc.), and its resolution. Provide a copy of the investigative report(s).

VI. Accomplishment Report for Each Program Area

A. Planning

- 1) Describe the planning activities that are performed
- 2) Describe the actions taken to promote Title VI compliance regarding planning activities, including monitoring and review processes, and their outcomes or status.
- 3) How many consultant projects for planning were awarded and their dollar value?
- 4) Describe efforts made to utilize minority and female consultants and subcontractors in federally funded contracts.
- 5) Describe any studies conducted to provide data relative to minority persons, neighborhoods, income levels, physical environments, and travel habits. What assistance did the Title VI Coordinator provide to ensure that Title VI considerations were included in the planning stage?
- 6) Identify the number of planning hearings held. Describe efforts to ensure citizen participation in the hearings, particularly by minorities and women. How many minorities and women both individually and through their organizations were represented, and their role(s) in the citizen participation effort?
- 7) Draft TIPs
 - Was a Draft Transportation Improvement Program (TIP) released for public comment during the reporting period?
 - What efforts were made to notify the public of the draft TIP?
 - How were public comments solicited (written comments, public hearings, etc.)?
 - Was a public hearing held? If so, how many? What efforts were utilized to ensure broad citizen participation in the hearings?
 - Provide a summary of Title VI related concerns and issues raised at the hearings, if any. Describe actions taken by the Title VI Liaison or

Coordinator to facilitate and/or address the concerns that were raised.

- 8) Other Public Hearings
 - Were any other public hearings were held during the reporting period? If so, how many?
 - What efforts were utilized to ensure citizen participation in the hearings?
 - Were minorities and women, both individually and through their organizations, represented in the citizen participation effort? How many and in what capacity?
- 9) Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.

B. Research (Generally not a local agency reporting area)

- 1) How many research projects are currently underway?
- 2) List of universities and/or consultants currently conducting research projects.
 - a) Universities
 - b) Consultants
 - c) Federal
- 3) Provide a summary of actions taken to encourage universities to utilize minority and women students to participate on highway research projects.
- 4) Provide a summary of actions taken to increase minority and women consultant firms in obtaining research projects.
- 4) List any significant actions to be taken during the ensuing year.

C. Environmental

- 1) Describe the actions taken to promote Title VI compliance regarding environmental affairs, including monitoring and review processes, and their outcomes or status.

2) Staff Responsible for Environmental Affairs

- Identify the titles, ethnicity, and gender of employees working on Environmental Affairs activities.
- Were there any staff vacancies for any of these positions during the reporting period?
- If there were staff vacancies, what efforts were made by the Title VI Liaison or Coordinator to increase the representation of minorities and women if they are under-represented in the Environmental Affairs staff?

3) Environmental Impact Statements (EIS)

- Were any EISs conducted during the reporting period? If so, how many?
- During the reporting period, was there a need to utilize bilingual advertisements, notices, announcements, etc.? If so, describe.
- Summarize comments provided on EISs where minority communities were adversely impacted.
- How many EIS public hearings were held during the reporting period?
- How were the hearings advertised, and was it adequate to provide notification to minorities?
- Provide a summary of Title VI related concerns and issues raised at the hearings, if any. Describe actions taken by the Title VI Liaison or Coordinator to facilitate and/or address the concerns raised.
- Were any Title VI related complaints filed as a result of the EIS?

4) Upcoming Year

- Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.

D. Location

- 1) Describe complaints filed, if any, resulting from the choice of highway location decisions, or the procedure used for arriving at the decisions.
- 2) Identify the titles, ethnicity and gender of employees, and any vacancies, in the Location Program area. Describe efforts of the Title VI Coordinator to increase the representation of minorities and women if they are under-represented. Describe efforts to encourage adequate representation of minorities and women on boards and committees involved in the development of transportation projects.

- 3) How many Environmental Impact Statements were reviewed?
Summarize comments provided on the EIS about adverse impacts on minority, handicapped, elderly, etc., communities.
- 4) How many consultants currently have contracts involving project development activities and their dollar value? How many are minority consultants and their dollar value? Where minorities and women participation is low, describe efforts to increase their participation.
- 5) How many project location public hearings were held? Describe how these hearings were advertised, including efforts to provide notification to minorities.
- 6) Describe efforts to identify minority leaders and encourage them to provide suggestions and ask questions about the location of highways.
- 7) Was there a need to utilize bilingual advertisements, announcements, notices, etc.?

E. Design

- 1) How many consultant firms currently have design contracts and their dollar value? How many of these are held by minority and women owned firms and their dollar value?
- 2) Describe efforts to increase minority and female participation in consultant contracts. Does the agency maintain a list of minority and woman consultants? If so, how many firms are on the list? How many are receiving contracts?
- 3) How many highway design phase public hearings were held? Describe minority individuals, groups and organizations that participated in the hearings, including efforts to involve them. Provide a summary of concerns and issues raised, if any, related to minority communities. Describe actions taken by the Title VI Coordinator to facilitate and/or address these concerns .
- 4) Identify the Design Program employees by title, ethnicity, and gender, and identify any vacant positions. Describe efforts to increase minority and female representation where it is low.
- 5) Identify Title VI complaints filed, if any, in the Design Program area. Provide a summary of each with basis, status, actions proposed and actions taken.

- 6) Identify any significant Title VI problem areas, accomplishments, and actions to take during the ensuing year.

F. Right of Way

- 1) Identify the number of civil rights complaints filed, if any, in each of the following Right-of-Way functional areas:
 - a) Appraisals
 - b) Negotiations
 - c) Relocation Assistance and Payments
 - d) Property Management
- 2) How many appraisers were utilized and how many were minority and women? What efforts were made by the Title VI Coordinator to increase minority and women representation if they were low?
- 3) Identify the number of negotiations. Does the negotiator's log reflect any disparity in negotiations with minorities as compared to non-minorities?
- 4) Explain concerns, if any, raised by minorities or women about their options in the negotiation phase.
- 5) Identify the number of relocations.
- 6) Describe concerns, if any, raised by minorities or women on replacement housing, referral housing and advisory services.
- 7) Identify the number of contracts awarded for providing relocation assistance, the opportunities given to minorities and women to obtain these, and how many they received.
- 8) Describe special efforts made to comply with Title VI regulations?
- 9) Identify Right-of-Way staff by name, job title, race and gender.

G. Construction and Maintenance

- 1) Describe civil right complaints, if any, the agency received on their competitive bidding procedures, and the corrective action, if any was needed, that the agency has taken. Provide a summary of any concerns raised by MWBE about licensing, pre-qualifications, lack of sub-contracting opportunities, etc.

- 2) Summarize the efforts of the Title VI Coordinator to encourage the use of minority individuals, firms, or agencies for maintenance agreements or construction contracts.
- 3) Describe any agency procedures that were reviewed to assure Title VI compliance in subcontract agreements, first and second tier, material supply and equipment lease agreements.
- 4) List any significant accomplishment goals and/or action items to be taken during the ensuing year.

H. Administration

- 1) Provide a summary list of employees by ethnicity, gender and title in each of the Title VI program areas.
- 2) Describe activities undertaken to assure Title VI compliance with contractors and by contractors. (Title VI requirements are to be included in all contracts, subcontracts, and consultant agreements.) Describe reviews made to ensure contractors and consultants are apprised of Title VI requirements and to ensure that contractors and/or consultants are adhering to Title VI requirements.
- 3) Describe Title VI training, if any, that was provided, and how many participants attended, their titles, etc. Describe participation in any other kind of civil rights training (e.g., title and course content), and provide a list of participants by job title (e.g. supervisor, manager, etc.)

VII. Education & Training: Accomplishment Report and Update

- 1) Describe the actions taken to promote Title VI compliance regarding education and trainings, including monitoring and review processes, and their outcomes or status.
- 2) Describe efforts made to encourage participation by minorities and women in National Highway Institute (NHI) educational and training program(s).
- 3) Identify the types of NHI programs the agency staff attended, whether the agency sponsored or co-sponsored the programs, the number of agency staff that attended, and how many of these were minorities and women.

- 3) Identify agency staff by job title, ethnicity and gender, responsible for selecting which employees receive training.
- 4) Describe civil rights complaints filed, if any, concerning training and educational opportunities, and the corrective actions. Provide a summary of concerns raised, complaints filed, status, etc.
- 4) Were there any civil rights complaints filed with the state concerning training and educational opportunities?
- 5) If so, what corrective actions has the state taken? Provide a summary of concerns raised, complaints filed, status, etc.
- 6) NHI Training - List the NHI sponsored programs attended by Regional Council staff. Provide a list of the training taken and the participants by job title.
- 7) Title VI Training
 - Was any Title VI training information provided by WSDOT during the reporting period?
 - If so, how did the Regional Council assist WSDOT in the distribution of information on these training programs?
 - If applicable, how many participants attended trainings? What was the subject of the trainings? Provide the job titles and Title VI roles, if applicable, of attendees.
 - Was any other civil rights training conducted?
 - If so, what type of training (course content)? Provide a list of participants by job title and Title VI role, if applicable.
- 8) Upcoming Year - Describe plans for the upcoming year, including any significant problem areas to focus on and plans for approaching them.